



Elbowoods Memorial Health Center

1058 College Drive
New Town, ND 58763-4400
(701) 627-4750
Fax Number: (701) 627-2809

EXEMPT X
NON-EXEMPT

POSITION DESCRIPTION

POSITION: Behavioral Health Director
RESPONSIBLE TO: Chief Medical Officer
SALARY: Starting salary will be determined by funding, experience, and training level.
CLASSIFICATION: Management, Regular, Full-time
LOCATION: Elbowoods Memorial Health Center
1058 College Drive
New Town, ND 58763-0400

POSITION SUMMARY:

1. Responsible for planning, organizing, improving, and implementing a comprehensive Behavioral Health program to the Fort Berthold Indian Reservation.
2. Provides therapeutic intervention to children, adolescents, and adults which may include individual, group, or family therapy.
3. Provides succinct written evaluations for documentation in client record or to other agencies as appropriate.
4. Ensures system compliance for all accrediting and regulatory requirements.
5. Primary advisor for the Chief Medical Officer, in regards to departmental operations.
6. Represents EMHC in a highly professional manner.
7. Establishes positive communications with all departments of EMHC to assure stable operations.
8. Demonstrates respect and understanding of confidentiality for patients, staff and others according to policy, HIPAA regulation, and 42 CFR Regulations.
9. Maintain required reporting as assigned.
10. Participates in EMHC staff meetings, assigned committees, community events, and other meetings as instructed or deemed necessary.
11. Actively strives to educate the community on the mission, vision and values of EMHC in a positive approach to assist in the growth of the organization and assist our community in its healthcare needs.
12. Adheres to the Mission, Vision, and Values of the Elbowoods Memorial Health Centers.

a. *NOTE: The duties listed are not intended to be all-inclusive. Duties assigned any individual employee are at the discretion of the appointing authority.*



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QUALIFICATIONS, EXPERIENCE, EDUCATION

- Must hold a Masters Degree in Social Work (MSW), **REQUIRED**. *Must submit copy of degree or transcripts with application.*
- Hold a current license from the North Dakota Social Workers Association Board, **REQUIRED**.
- LCSW – Licensed Clinical Social Worker, **PREFERRED**
- Computer knowledge and proficiency, **REQUIRED**.
- Possession of a current, valid North Dakota State Driver's License, reliable transportation, and telephone, **REQUIRED**.
- Excellent verbal and written communication skills, **REQUIRED**.
- Ability to work independently in the absence of supervision.
- Must be responsible, dependable, and able to maintain confidentiality of information.
- Must submit to clear Criminal Records Background Check.
- Must submit to an Alcohol/Drug Screen and random testing as per policy.
- Indian Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*
- Veterans Preference will apply. *Must submit documentation with application to qualify for Indian Preference.*

PHYSICAL DEMANDS/WORK CONDITIONS

The work requires regular and recurrent standing to perform tasks, walking between the different sections of the facilities, and reaching and bending to obtain supplies and operate systems.

WORKING CONDITIONS:

- Work is performed in an office environment with varying conditions of noise level, temperature, and illumination.
- Requires prolonged sitting.
- Occasionally lifts up to 40 pounds of material.
- Requires eye-hand coordination and manual dexterity sufficient to operate keyboard, computer and other office equipment.
- Work situations may be stressful and require irregular hours.
- Travel required.
- Potential exposure to blood and other hazardous material, communicable diseases, and other conditions common in a health care environment.



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ACKNOWLEDGEMENT

This job description is intended to provide an overview of the requirements of the position. It is not necessarily inclusive, and the job may require other essential and/or non-essential functions, tasks, duties, or responsibilities not listed herein. Management reserves the sole right to add, modify, or exclude any essential or non-essential requirement at any time with or without notice. Nothing in this job description, or by the completion of any requirement of the job by the employee, is intended to create a contract of employment of any type.

IT IS THE RESPONSIBILITY OF THE APPLICANT TO PROVIDE SUFFICIENT INFORMATION TO PROVE QUALIFICATIONS FOR THREE AFFILIATED TRIBES HEALTH CARE CENTER POSITIONS.

APPLICATION PROCEDURE

Submit a Three Affiliated Tribes; ***Application for employment*** with all requirements and supporting documentation to:

**Three Affiliated Tribes
ATTN: Human Resource Dept.
404 Frontage Rd.
New Town, ND 58763-9402**

Please Note: If requirements are not met, i.e. submissions of a resume in lieu of a Three Affiliated Tribes application, or not including a required certification or document, your application will not be reviewed and will be disqualified.

Indian Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Indian Preference”.

Veterans Preference Will Apply: In accordance with Three Affiliated Tribes policy, priority in selection will be given to qualified applicants who provide proof of eligibility for “Veteran Preference”.

Applications will not be returned.